

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: September 1, 2021

Closing Date: September 17, 2021

**PARALEGAL
Human Trafficking Unit, Family Division, New Castle County**

Job Responsibilities and Duties:

This Paralegal will provide general paralegal support to Deputy Attorneys General (“DAGs”) in the Human Trafficking Unit, Family Division, in New Castle County. This Paralegal will support the deputies in both Criminal and Civil matters. This Paralegal must be capable of working independently in a high-paced work environment. Duties include, but are not limited to, maintaining spreadsheets and updating cases in a case management system, reviewing police reports and contacting the investigating officers, if required, to gather essential facts for the DAGs to assess cases and make charging decisions. This Paralegal will prepare charging documents, including indictments and informations. This Paralegal will prepare files for prosecution, including drafting discovery letters to assist DAGs with trial preparation. This Paralegal will research statutes and case law, will draft motions, prepare subpoenas, prepare discovery, redact recorded interviews, prepare legal correspondence and legal filings, open and close files, and perform intakes. This paralegal should have a willingness to learn new court filing systems if needed as these deputies will be handling cases in multiple courts in Delaware.

This Paralegal will work within DELJIS, CJIS, LEISS, Justware and Westlaw.

The duties of a Paralegal in this Unit are constantly evolving. The duties stated above might change or increase depending on the caseload. This Paralegal must demonstrate excellent organizational and computer skills and be able to work accurately and independently within strict periods with a minimum of direct guidance and supervision.

Minimum Qualifications:

Five (5) years of employment with the Department of Justice in a similar capacity **OR**

An Associate’s degree in Paralegal Studies in an ABA or Department-approved program, **OR**

A paralegal certificate in an ABA-approved or Department-approved program, **OR**

A Bachelor’s degree in Paralegal Studies, **OR**

A Bachelor’s degree **AND** one year of law school.

- **Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.
- **External Applicants:** In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- **OR** External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, **OR** E-mail to: DOJHR@delaware.gov
OR Fax to: 302-577-5866. EOE.